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24 August 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Response to DDS Request for R&D Proposals

1. As requested I have received from my staff many proposals related to future Research and Development in the field of records. The details as received are in the attached eleven pages and they have been summarized below for your convenience:

suggests:

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a. In depth studies toward greater compaction of records in storage, but the new techniques must avoid jeopardizing related operating procedures.

b. Research to identify positions essential to continued Agency operations to insure the timely training of replacement personnel.

c. The need for more office space demands a review of new security technology to permit greater use of shelf filing instead of safes to gain space and cut equipment costs.

d. Two inventions in shelf filing save floor space -- Movable shelving now uses formerly wasted aisle space and a "Cherry Picking" machine in narrow aisles reaches high shelves to select boxes of files -- Research to combine the principles of both inventions could save additional space.

recommends:

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a. The files of the Suggestion Awards Committee be reviewed by a knowledgeable R&D individual for ideas.

b. The automation of the Records Control Schedules and annual inventories need study.

c. The use of Video-files should be considered.

suggests:

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a. Development of a microfilming device that can up-date previous films.

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b. Greater use of Computer Output Microfilm (COM) for large computer runs for the Offices of Personnel, Logistics and Finance.

c. Agency Reports and Regulations should be microfilmed for distribution.

d. Support should be provided to complete the SIPS plan.

e. Component Records Management Officers should be trained and given specified jobs to improve the Agency Records Systems.

f. Obtain new, young, Records Officers to replace retiring Officers.

g. Provide "staging areas" in office building basements to store records moved out of offices but not sent to the Records Center.

 suggests:

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a. An overall effort to develop a new medium for information in order to discontinue using paper records:

- (1) Improve microfilm input devices for the user.
- (2) Improve microfilm output readers.
- (3) Extend Computer input/output capability.
- (4) Study Video/tape file replay devices.
- (5) Today's magnetic tapes and microforms do not provide enough data compaction. Superfiche and laser mass memories must be expanded and exploited.

 proposes:

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a. Studying fundamental principles of Records Management first then determining and establishing a basic program then developing systems and technological application.

b. He refers to nine memos from June 1967 to June 1970 in which he suggested dozens of basic program improvements.

- (1) Organize Program on Policy of Decentralization.
- (2) Create Records Management Committee.
- (3) Change activities of Archives and Records Center.
- (4) Establish full-time, career Records Officers.
- (5) Train Records Personnel.
- (6) Formalize Records Program with Regulatory Issuances

- (7) Issue a Correspondence Handbook.
- (8) Review existing Records Regulations.
- (9) Establish Records Management Panel.
- (10) Develop Retention Plans for permanent records.
- (11) Have Directorates review records in Records Center.
- (12) Have Components review Records Control Schedules.
- (13) Conduct a Records Disposition Workshop.
- (14) Conduct annual Program review not a cleanup campaign.
- (15) Inventory equipment and files by Schedule items.
- (16) Establish Task Force to develop microfilming criteria.
- (17) Emphasize Archival Program not Disposition.
- (18) Enlarge Records Center responsibility for Archives.
- (19) Retain [redacted] on contract to establish Archives. 25X1
- (20) Establish Reports Management Program.
- (21) Use automated document control system.
- (22) Microfilm DDS&T cables.
- (23) Establish microfiche procedure with Contractors.
- (24) Automate statistical results of Annual Records Inventory.
- (25) Use optical scanner to index records in Records Center.

c. The attached memo reports, these five innovations he introduced in the Directorates:

- (1) Include Organization Charts and "Offices of Record" in Records Control Schedules.
- (2) Establish General Records Control Schedules
- (3) Include Federal Disposal authority in Schedules.
- (4) Develop Regulatory Issuances on Programs
- (5) Prepare Records Management Manual for OSP.

d. He concludes that the foregoing are not "superficial" but basic to a sound Records Program. He feels "outside" consultants are not needed for this job. Expertise exists in the Agency.

2. Although there was considerable talk among the other members of my staff they declined submitting their ideas on paper.

[redacted]
Chief, Records Administration Branch

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Attachments:
As stated

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I suggest having someone review the Suggestion Awards Files for new and fantastic ideas.

We have discussed using Video-tape-files in the past and it should be considered further.

What about our effort to automate the inventories and Schedules?

I am not certain if these are the type ideas wanted for this project.

[REDACTED]

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DDS/SSS/RAB [REDACTED] 24 August 1970

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Distribution:

Orig. - Addressee
1 - RAB
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